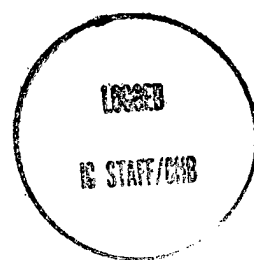


~~CONFIDENTIAL~~ICS 6333-88
9 May 1988

MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM: [REDACTED]

Chief, Administrative Staff, ICS

SUBJECT: Designation of ICS Personnel Responsible
for the Preparation and Certification of
Time and Attendance ReportsREFERENCE: Memorandum DCI/ICS 6269-87 dated 1 December 1987,
same subject (Rescinded)

1. In accordance with [REDACTED] and effective this date,
the following designated ICS personnel are responsible for the preparation
of Time and Attendance Reports for the offices indicated:

Office	T & A Clerk	Black	Secure
O/D/ICS			
AS			
AS/Registry			
CCI&SOMO			
R&EO			
<u>COMIREX Staff</u>			
CMX/OG (COB)			
CMX/OG (CRB)			
CMX/OG/SRB			
CMX/OG/OAB			
EXRAND			

~~CONFIDENTIAL~~

Subject: Designation of ICS Personnel Responsible for the Preparation
and Certification of Time and Attendance Reports

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2. Specific responsibilities and instructions for time and attendance reporting are contained in [redacted] a copy of which is on file with the Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

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Page Denied

Next 1 Page(s) In Document Denied

Subject: Designation of ICS Personnel Responsible for the Preparation
and Certification of Time and Attendance Reports

Distribution: ICS 6333-88
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9 May 1988

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